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3 November 1961

MEMORANDUM FOR: Deputy Comptroller

SUBJECT : Progress on Phase Out of [redacted] Class "A" Finance Station. 25X1A6b

1. The following actions were taken during the period 17-31 October 1961:

a. At our request, Budget Division has issued and published allotment and cost center numbers for [redacted] for FY 1962. We will begin shortly to adjust our FY 1962 expenditures against our old single allotment number into the new allotment and cost center accounts. 25X1A6b

b. We have requested the Deputy Director (Support) to approve funding of [redacted] activities until new administrative plans can be written. A copy of our request was sent to the Office of the Comptroller. 25X1A

c. A review of our cash transactions during September indicated that a very small number of operations are being funded through this station, and that the majority of these are of a non-recurring nature. Since documentation on non-recurring operation is provided with the request for advance, we are concentrating our efforts on reviewing and renewing documents on continuing operations.

d. Substantial progress was made on reducing our backlog of accountings on hand.

e. We are commencing a review of open advance accounts. We have the following accounts open at 2 November 1961:

Proprietary	2
Due to Field Agents	1
Revolving Funds	3
Miscellaneous	1
Advances to Bases	4
Operational Loan	1
Advances to Case Officers	41
Staybehind Agent Accounts	26
Travel	192

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f. We have completed a thorough review of unliquidated FY 1961 obligations and have revised and condensed our obligation records in accordance with the auditors recommendation.

g. We have completed action on all outstanding audit reports except the report on FY 1961 unliquidated obligations which will be answered shortly.

25X1A1e [redacted]

Branch. In collaberation with Mr. [redacted] we are endeavering to turn over all procurement sources and responsibility to Monetary Branch, Finance Division. 25X1A9a

2. Here is a review of all our cash transactions for September, which may be of interest to you:

Total Cash Disbursement Items	106
Travel Advances (PCS) or Settlement of TDY Travel.	80
Reimbursement for Operational Expenses, Taxis, etc.	18
Miscellaneous Expenses, Stamps, etc.	1
For Purchase of Foreign Currency.	1
Operational Advances	6
	106

Of the six operational advances, nearly all were of a non-recurring nature.

[redacted] 25X1A9a

Chief
Western Hemisphere Division

CC: C/Finance Div.

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